

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

September 8, 2004

Prepared by: Teresa Medeiros

Approval Date: November 10, 2004

Members Present

Joe Guerrero
Debbie Sanchez
Teresa Medeiros
Gayle Yost, EEO Officer

Guests Present

Cindy Francisco

Members Absent

Merrin Bueto
Ivonne Guzman-Cicero
Judy Yee
Charles Ross

The meeting was called to order at 10:00 a.m. by the Vice Chairperson. Because no El Monte members or guests were present, a videoconference was not held. Sacramento members met in Room 550 at the Cal/EPA Headquarters building.

APPROVAL OF PREVIOUS MINUTES

A quorum was not established, so approval of minutes was held over to the October meeting.

EEO AND DISABILITY ADVISORY COMMITTEE REPORTS

Gayle Yost reported that ARB is working with the Department of Rehabilitation to pilot a Disability Awareness Training program that will be open to all Cal/EPA employees. Employees should choose from one of two sessions scheduled on September 22 from 9:30 to 11:00 a.m. in the Sierra Hearing Room and on September 30 from 1:30 to 3:00 p.m. in the Central Valley Auditorium in the Cal/EPA Headquarters building.

For those employees who are not able to attend in person, these sessions will be webcast in an interactive format with an online workbook and an opportunity to submit questions or comments via email.

The focus of the training will be on how to interact with persons with disabilities. It will discuss resources available to provide various accommodations that may be needed such as assistive hearing devices. The objective of the course will be to help people be more comfortable in working with persons with disabilities. More detailed information on this training will be sent out in an all hands email.

Gayle also announced that the Cal/EPA Disability Awareness Committee (DAC) will host a Disability Awareness Fair in the Cal/EPA Headquarters building on October 5, 2004. The Fair will include speakers and exhibits. More details will be sent in an all hands email.

ARB's EEOAC and DAC are exploring options and resources to hold a disability awareness event in El Monte.

CONTINUING (OLD) BUSINESS

The Committee completed review and revisions on Section V of the EEOAC Handbook.

NEW BUSINESS/OPEN AGENDA ITEMS

Gayle announced that there are some openings on the EEOAC. She will post a memo requesting volunteers to serve on the Committee.

ADJOURN

The Vice Chairperson adjourned the meeting at 11:35 a.m.

The next meeting will be held on October 13, 2004.